WILSON SCHOOL DISTRICT



Support Staff Handbook

2026-2027

Together, We Make a Difference: Building a Love for Learning, Work, and Community!

The Wilson School District thrives because of its people. Every day, our dedicated Support Staff plays a vital role in ensuring every student's success. We are a **service organization at heart**, where our shared commitment to district goals and values – integrity, innovation, respect, trust, and collaboration – fuels a remarkable environment.

This handbook serves as a guide for your journey with Wilson. As you explore its contents, remember your significant impact. You are essential to fostering a love for learning in our students, a positive work environment, and a strong sense of community for all.

We appreciate your dedication to the Wilson School District and your commitment to our vision.

Sincerely,

Dr. Chris Trickett, Superintendent of Schools

Wilson School District

DISTRICT MISSION:

To empower our students to create their own futures.

DISTRICT VISION:

To create a place where students love to learn, staff love to work, and people love to live.

Staff will focus on connecting with students as mentors to guide them into the next phase of life and inspire passion in young adults to love what they do. This promotes pride and respect for themselves, their peers, and their community. To inspire young people to be their best selves, staff should be introspective and willing to be reflective, adaptable, and in constant pursuit of personal excellence. Wilson School District will strive to offer internships for all routes, not just traditional college/career routes. We strive to incorporate all attributes of a Profile of a Wilson Graduate (these attributes include knowledgeable, healthy and well-rounded, skilled communicator and collaborator, civic-minded and financially literate, critical thinker and problem solver, responsible and ethical decision maker and resilient and confident), into our educational learning environments. We should create and encourage opportunities to share student voices and empower all students to share their needs and experiences. Developing more relatable means for students to communicate with teachers and staff will capitalize on students' strengths across the district.

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Section I – Introduction and General Policies

Disclaimer – Information contained in this Handbook is designed to assist Support Staff employees with the practices, policies, benefits, expectations and responsibilities of a Wilson School District Employee. None of the listed procedures, policies or benefits is to be construed as an employment contract, nor does it guarantee employment, any benefit or practice. Furthermore, it is not designed to cover all aspects of employment policy. As with any Handbook or Summary, School Board policies are the official documents to determine the extent and limits of benefits and practices. School Board policies are easily accessible in their entirety at www.wilsonsd.org.

Equal Opportunity Employer – The Wilson School District fully and actively supports equal access for all people regardless of race, color, religion, gender, sexual orientation, national origin or disability, and does not prohibit performing essential job functions. This is reflected in Wilson's policies and practices regarding hiring, training, promotions, transfers, rates of pay, layoff and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability, once hired.

Whistleblower Act – School District employees who make good faith reports of wrongdoing or waste are protected under the terms of the Whistleblower Act. This law prohibits threats, discrimination or retaliation against any employee who makes a good faith report of wrongdoing or waste. If you believe that you are being retaliated against, discriminated against or threatened as a result of any good faith report that you have made, please report said retaliation, discrimination or threat to the HR Office.

Non-Discrimination Policy – The Wilson School District prohibits unlawful discrimination. The anti-discrimination laws include the Pennsylvania Human Relations Act, the Age Discrimination in Employment Act, Title IV of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. As a school district employee, you are prohibited from discriminating against others in violation of these laws. Moreover, as a school district employee, you are protected from discriminatory conduct. The district has an equal employment opportunity officer – the HR Director - who is also the Title IX Officer and the ADA Coordinator. If you have any questions concerning your obligations under any of these laws, please contact the HR Office. If you have any questions concerning any of your rights or if you believe that any of your rights have been violated, please contact the HR Office. Complaints are to be filed with or submitted to the HR Office.

The anti-discrimination laws generally prohibit retaliation against those who report violations of those laws or who file complaints under those laws. Therefore, you are prohibited from retaliating against any individual who seeks to enforce his or her rights under any anti-discrimination law. In addition, you are protected from retaliation in accordance with the law should you report any violations of the anti-discrimination laws or should you file any complaints with the school district under those laws. If you feel that you are being retaliated against in any manner, please contact the HR Office.

Harassment Policy- The District forbids any type of harassment in the workplace. Violations of harassment legislation will be considered serious employee disciplinary situations. Any employee who believes he/she has been harassed should contact the Human Resources Director.

Drug and Alcohol Policy - Wilson has a strong commitment to its employees to provide an alcohol, drug and controlled substance-free work environment. Drugs screens may be conducted when "reasonable suspicion" is present or randomly from time to time.

Acceptable Use of Technology & Internet Safety – All staff have a professional responsibility to ensure that technology is used appropriately to accomplish the instructional and/or operation purposes of the District. Technology use at Wilson is a privilege; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. Staff must also be aware of their responsibilities/consequences as a Wilson School District employee while utilizing Social Media. In addition to the policy 815 on Acceptable Use of Technology & Internet Safety, Wilson's Social Media Guidelines are updated and posted on the WSD website.

Compliance Issues & Mandated Training – All staff have the professional responsibility to provide updated clearances (Act 126 Recognizing and Reporting Abuse, Act 114 FBI Criminal History and Act 34 PA State Criminal Background and Act 151 PA Child Abuse to the Human Resources Office every five (5) years. Failure to do so may result in suspension or termination of employment. Please visit the Human Resources Section of the Wilson SD website for instructions.

Confidentiality – State and Federal law mandates certain information be kept confidential by school districts and their employees. Specifically, student records and employee medical records are subject to confidentiality rules. These rules are reflected in school district policy. You have an obligation to become familiar with school district policy pertaining to these confidentiality requirements and to comply with the school district requirements. Violation of the confidentiality requirements may lead to disciplinary action, including possible termination.

Section II – Employment

Employment compensation ranges will be board approved on an annual basis.

"At-Will" Employment – All employment and compensation with the Wilson School District is "at-will" in that your employment can be discontinued at any time, for any or no reason, with or without notice at the option of either Wilson or you, except as otherwise provided by law.

Act 34, Act 114, Act 126 and Act 151 Clearances and Pre-employment Physical Examination – No one will be employed or perform any district work until such person has complied with the mandatory background check requirements for the Act 34 Pennsylvania Criminal History Record, Act 151 Child Abuse and Act 114 Federal Criminal History Record and the District has evaluated the results of that screening process. Additionally a pre-employment physical examination (including testing for Substance Abuse) is required of all new employees. Wilson SD will pay for the pre-employment physical, however employees who do not remain with the District for one year will have the cost of their district-paid physical and substance abuse testing deducted from their final pay.

Clearances must be updated every five (5) years. All clearance renewal costs are at the employee's expense. Please visit the Human Resources Section of the Wilson SD website for instructions. Employees are responsible for maintaining up to date clearances. If you are not permitted to work because of expired clearances, you will NOT be compensated.

Initial Employment Period – Every new employee goes through an initial period of adjustment learning about the District and their new position. The initial employment period, or probationary period, is ninety (90) days of service. During this time, the new employee will be provided with training and guidance from his/her Supervisor. He/she may be discharged at any time during this period if his/her Supervisor concludes that he/she is not progressing or performing satisfactorily. A written evaluation of performance will be discussed with the new employee upon attaining the 90 days of service. Under appropriate circumstances, the initial probationary period may be extended. Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific period of time and may be terminated at will, with or without cause and without prior notice.

Employee Categories – Based on the conditions of employment, employees of the Wilson School District are categorized as:

Full-time – 10, 11 or 12 month employees who work 30 hours or more per week on average.
Part-time – 10, 11 or 12 month employees who work fewer than 30 hours per week on average.

Full-time employees generally work a standard 30-40 hours per week for the number of months designated by their particular position. Some full-time employees are classified as Exempt – their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay and their salaries are calculated on a pay-period basis. Most full-time employees are classified as Non-Exempt; therefore are eligible to receive overtime pay in accordance with the District's Overtime/Compensatory Time Policy. Non-Exempt employee wages are calculated on an hourly basis.

Part-time employees are generally classified as Non-Exempt and work a regular schedule of less than 30 hours per week for the number of months designated by their particular position. Part-time employees may perform duties of more than one part-time position. These "Hybrid" positions must be discussed and approved prior to the individual employee working over 30 hours per week.

Additionally, all Part Time 10 and 11 month employees will receive 'Reasonable Assurance' to return to their position after an unpaid summer or holiday period. Wages and benefits will be at least the same upon return to work after the summer and/or holiday break. Summer employment is solely based upon the needs of the district and is not guaranteed from one year to the next.

Identification Badges/Key Card – Each employee is issued a photo identification badge upon employment, some badges also contain a key card with access to the school building. The badge is to be worn at all times an employee is on official district business in any school building, facility or vehicle. This badge is the property of the Wilson School District and must be surrendered immediately upon request of the Director of Human Resources or when employment is

terminated. Failure to return the Key Card will result in a charge in the final paycheck. The cost for a lost ID badge is $10.00.

ID badges also serve as a complimentary pass for regular admission for the employee and one guest to attend Wilson events. Events hosted by Wilson, such as district sports playoffs or musical performances, do not qualify for this pass.

Personnel Records/Files – An official personnel file for each employee is maintained by the Human Resources Office. It is the responsibility of each employee to notify the HR Office of changes to address, telephone number, beneficiary, birth or adoption of children and change in marital status. Active employees may review their personnel file at any time upon written request to the HR Office.

Job Descriptions – Each new employee is presented with a job description during their New Employee Orientation process. Job descriptions are reviewed and updated on a regular basis for accuracy and relevancy.

Performance Appraisals – Each Support Staff member's job performance, in their primary position, will be reviewed and evaluated regularly by the employee's supervisor. Records of each evaluation are tracked and maintained in the employees personnel file. An Unsatisfactory rating will result in the employee not being eligible for the full annual pay increase.

Section III – Compensation

Payment of Wages – Payroll deposits are made via direct deposit on alternate Thursdays; employees have access to view payment amounts as well as current sick and vacation balances (if applicable) on-line. Employees will receive their Skyward login at new hire orientation. Details on how to calculate net pay based on W-4 status will be provided at this time. Any employee who is hired within 60 days from the last day of the fiscal year will not be eligible for a full year of experience in the next school year.

Overtime/Compensatory Time – No overtime or compensatory time may be scheduled or worked without the prior approval of the immediate supervisor. Any employee who works overtime without prior approval will be subject to disciplinary action.

Overtime pay and compensatory time will be calculated at one and one-half (1½) times the regular rate for all hours **worked** beyond forty (40) hours in a workweek for Non-Exempt employees.

Paid time off, including but not limited to recognized holidays, office closures, vacation, sick leave or other leave time will not be used in overtime calculations as they do not constitute **"actual hours worked."**

An employee shall be permitted to use accrued compensatory time within a reasonable period of time after it is requested to do so and would not unduly disrupt operations. The maximum amount of compensatory time that may be accrued by an employee is forty (40) hours. All

compensatory time must be utilized within the fiscal year that it is earned. If the time is not used, employees will be paid out at the rate the compensatory time was earned.

For purposes of this policy, a work week is defined as a continuous period beginning at 12:01am each Saturday. Each workweek stands alone for the purpose of determining overtime pay for covered employees.

Time Records - The attendance of all employees is electronically recorded on a daily basis and following Supervisor verification of the same record, submitted to the Payroll Office. Attendance records are District records and care must be exercised in accurately recording hours worked, overtime hours and absences. Any absences must be entered electronically within 24 hours of absence.

Once an employee clocks-in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records and will result in appropriate disciplinary action up to and including termination. When an employee clocks-out, the employee is required to leave the work location.

Longevity Incentive – Employees are eligible to receive a Longevity Incentive after the completion of the following continuous years of service in a scheduled position with Wilson, according to their status of full time or part time, effective each June 30th:

	Full Time Staff	Part Time Staff
After 10 years -	$300	$200
After 15 years -	$400	$300
After 20 years -	$500	$400
After 25 years -	$600	$500
After 30+ years -	$700	$600

**Longevity incentives awarded each year after year 20*

Payment is made in the Fall following the completion of the above-noted years.

Section IV – Benefits

The Wilson School District has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burden that can result from illness and disability, and to help employees plan for retirement. This portion of the Support Staff Handbook contains a very general description of the benefits which staff members may enjoy as an employee of the district. Please understand that this general explanation is not intended to, and does not, provide employees with all details of the benefits. This Handbook does not change or otherwise interpret the terms of the official plan documents. Employee rights can be determined only by referring to the full text of the official plan documents, which are available in the Human Resources Office and on the benefits carrier website. This includes Capital Blue, Delta Dental and Vision Benefits of America.

As in the past, the District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the

District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of your benefit programs, please refer to the Summary Plan Descriptions, which are provided to you during your New Employee Orientation and are available on the specific carrier's website. This includes Capital Blue, Delta Dental and Vision Benefits of America.

The Human Resources Department will provide open enrollment communication to all employees each year. This communication will be in email form. It will outline any plan adjustments as well as employee contribution rates for the upcoming year. Employees may also change elections outside of the open enrollment period when a qualifying event occurs. These include marriage, divorce, birth of a child, etc.

Health & Welfare Insurance – The District currently offers full-time employees (30 hours or more per week) the following benefits - medical and prescription drug coverage, dental insurance, long-term disability insurance and term-life insurance. Employees who meet the criteria may choose to waive this coverage and be reimbursed as follows - Single Coverage, $1.200/year, 2-Party Coverage, $2.400/year and Family Coverage, $3,600/year.

Medical and Prescription Drug Insurance - For full-time employees, coverage begins on the 1st day of the month following the date of hire. Part-time employees who are regularly scheduled to work at least 25 hours per week, are able to purchase the medical and prescription drug coverage at the District's cost. The Human Resources Department will notify all employees of the open enrollment period each year. Part-time employees may elect coverage within 30 days of commencing employment, upon a life status change or during the annual open enrollment period. Employees may waive coverage for the insurance through the opt out program. Waiver levels and amounts are provided by the HR Department. To be eligible for the benefit waiver, the employee must have been covered under Wilson's Medical coverage and then be removed from coverage. **The employee's premium is 8.0% of the total cost of the medical and prescription coverage.**

Dental Insurance – Dental insurance is provided for all full-time employees and their dependents. Coverage and limits of dental insurance are included in the Benefit Summary.

Vision Insurance - Employees will have the option to buy into Vision insurance through Vision Benefits of America at the employee's expense. Employees electing to do so have a deduction through payroll. All employees are eligible regardless of full or part time status.

COBRA (Consolidated Omnibus Budget Reconciliation Act) – A Wilson employee and/or dependents may elect to continue medical and dental group insurance benefits if coverage is lost due to a reduction of work hours or employee's termination from employment for any reason other than gross misconduct.

Group Life Insurance - Life Insurance is provided to each full-time employee. This insurance is a group life policy with a convertible clause so a person leaving employment with the District may

convert to their own individual coverage, if they so desire. A premium waiver may be available to employees who retire or resign due to disability. Value equals the lesser of 1 and a half times the annual gross salary or a maximum of $50,000.

Long-Term Disability Insurance – An income protection benefit is provided by the District to all full-time employees. Coverage provides each permanently disabled full-time employee with a maximum of fifty (50%) percent of their basic monthly pay up to $1,500 after exhausting all accumulated leave and satisfying the appropriate waiting period. This benefit can continue until age 65 or recovery from the disability, whichever event occurs first.

Employee Assistance Program – The District offers a professional and confidential counseling service for employees and family residing with them at no cost to the employee or family member for the first three visits. The counseling service can assist with family relationships, marital issues, depression, substance abuse, legal issues, etc. Details of the EAP as well as contact information are contained in the Summary of Benefits information.

Section 125 Program – A flexible benefit program is offered to all full-time employees. Medical co-pays for all employees are pre-taxed through this program; employees have the option to choose additional Unreimbursed Medical and/or Dependent Care benefits. All benefits have a monthly fee associated with this program. This benefit is available to part time employees who work 25+hrs/week or more.

Tax Deferred Annuities – Support Staff employees are eligible to participate in a 403(b) program as part of their overall retirement savings plan. Participation is subject to Internal Revenue Service regulations and Wilson School Board policy. 403(b) and 457 plan contributions are made through payroll deductions. For a current list of providers, please consult the Benefits website.

Course Reimbursement – Full-time, 12 month Wilson School District Support employees in good standing with a minimum of 2 years of continuous service are eligible for college and technical course reimbursement, depending upon the amount of money budgeted for that purpose each year by the Wilson School Board. The course and/or degree curriculum must have a direct relationship to the job of the Wilson employee and the course must enhance knowledge and understanding of the job. The employee must first seek approval from their supervisor by entering the course into Frontline.

The employee must maintain a B or better grade average to be reimbursed for each course, and reimbursement will be made for a maximum of six (6) credits for each school year beginning July 1 and ending June 30. In addition, the employee must remain in the district for one school year following course completion or he/she will reimburse the District for course payments provided for that year.

Course reimbursement is determined by accessing Frontline. The supervisor may recommend the course for reimbursement to the Superintendent, who has the authority to approve the course for reimbursement.

Other Professional Development – Employees who wish to attend a workshop or educational program which will enhance their knowledge and understanding of their position, should request consideration from their immediate supervisor.

Retirement Program – The Pennsylvania Public School Employees' Retirement System (PSERS). All full-time and part-time employees who work 80 days or more or work 500 hours or more from July 1 to June 30, are enrolled in the PSERS/VOYA State Retirement System. If an employee does not work 80 days or 500 hours from July 1 through June 30, the employee may request a refund from PSERS (psers.pa.gov).

Contributions to the employee's retirement fund are made by the District, the Commonwealth and the employee.

An employee who resigns from public service after ten (10) years of credited service has the option to declare retirement immediately or withdraw his/her contributions or allow the contributions to remain in the fund until retirement. Any employee resigning with less than ten (10) years credited service must make an application to withdraw his/her contributions. Part-time employees (less than 5 hours per day) may waive membership in the Public School Retirement System if they elect to contribute to an Individual Retirement Account instead of joining the system. A waiver form must be completed and submitted upon date of hire and at the beginning of each year to PSERS by a part-time employee who chooses not to join PSERS. Members of PSERS after July 1, 2011 must reach age 65 with three years of PSERS membership.

Retirement Benefits for Full-Time Employees –

Pro-ration of Former Part-time Service - Full-time Support employees, who have former continuous part-time Wilson service, will have that service credited to Wilson retirement benefits. The pro-ration will be based on 1,100 part-time service hours as the equivalent of one-year full-time service.

Retirement Incentive: Employees who retire are eligible to be paid three hundred dollars ($300) per year of service beyond fifteen (15) years of credited service in the Wilson School District and equal to or more than 15 years in the Public School Employees Retirement System, the State Employees' Retirement System.

Retirement Health Insurance: The District will pay the premium for medical, dental and prescription drug coverage for the employee only. The employee must have a minimum of twenty (20) years of **full-time** service to the Wilson School District and be at least 55 years of age. Additionally, the retiree must also meet the PSERS retirement qualifications. Retired support staff will contribute toward these benefits at the same single rate coverage that the support staff contributes during the current year. Premiums will be paid until Medicare-eligible or death, whichever occurs first. Individuals who retired from the district prior to July 1, 2022 will not be eligible for dental coverage. Individuals who were hired by the district after July 1, 2025 will not be eligible for employer paid medical, dental and prescription drug coverage upon retirement regardless of years of service to the Wilson School District or years of age.

Unused Sick Leave: Unused sick leave will be reimbursed to the employee at the time of retirement after fifteen (15) full years of service to the Wilson School District and at least 55 years of age. It will be paid at the rate of Forty Dollars ($40.00) per day with a maximum of (75) days or a total of $3,000.00. If full-time employee is not eligible for payment of unused sick leave based upon the previous criteria, the employee may be reimbursed for unused sick leave at the time of PSERS-eligible retirement and after ten (10) full years of service to the Wilson School District at the rate of Twenty Dollars ($20.00) per day with a maximum of forty (40) days or a total of Eight Hundred Dollars ($800).

Retirement Benefits for Part-time Employees –
Unused Sick Leave: Unused sick leave will be reimbursed at the time of PSERS-eligible retirement after ten (10) full PSERS years of service to the Wilson School District at the rate of Twenty Dollars ($20.00) per day with a maximum of forty (40) days or a total of Eight Hundred Dollars ($800.00).

Section V – Time Off

Holidays for Full-Time Employees – Full-time employees will receive paid holidays, if they are in a compensable status and working a regular schedule when the holiday occurs (i.e., a 10-month employee not working the month of July would not receive July 4th as a paid holiday). The normally scheduled holidays are noted on the School Calendar (and subject to annual administrative review via approved school calendar).

An employee must be in a compensable status, in their primary role on the day before and the day after a holiday to be eligible for the holiday payment. Because 10 month employees are not in compensated status for Juneteenth, they will not be eligible for the holiday.

Holidays for Part-Time Employees -
12 & 11-month part-time employees will receive the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Christmas Day	Fourth of July

10-month part-time employees will receive the following holidays:

Thanksgiving Day	Christmas Day

Employees in each category must be in a compensable status on the scheduled day before and the scheduled day after a holiday to be eligible for the holiday payment. These holidays are paid at the employee's hourly rate according to the employee's normal workday, which is determined by dividing the Board-approved regular workweek hours by five (5).

Vacation – Time away from work to relax and pursue special interests is important to everyone. Having said that, all employees of Wilson have been hired to participate in the educational process of children either directly or indirectly and therefore vacations should occur at times which are least disruptive to that educational process.

The vacation schedule for full-time and part-time 12 month employees is as follows and will be prorated accordingly at the time of hire or separation of active employment:

0-1 year of employment, 5 days of vacation annually
1-5 years of employment, 10 days of vacation annually
6-10 years of employment, 15 days of vacation annually
11+ years of employment, 20 days of vacation annually

*Employees with 11-15 years of service may be paid out a maximum of 3 unused vacation days starting in year 16, employees may be paid out a maximum of 6 unused vacation days.

Employees may carry over 5 unused vacation days with a cap of 25 total accumulated vacation days

Days earned are applied to employee balances effective July 1st of each year and must be used by June 30th. Vacation time is not earned during periods of unpaid absence.

Sick Leave – After six (6) months of employment, full-time employees are eligible for one day of sick leave for each month worked.
After six (6) months of employment part-time employees (working on a regularly-scheduled basis) are eligible for paid sick leave pursuant to the following schedule and pro-rated the first year or at separation of active employment:

Months Worked	Minimum Hours Per Week	Sick Days
12	25	12
11	25	11
10	25	10
10, 11 or 12	less than 25	5

Sick leave is defined as leave taken by a regular employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, or because he/she has been excluded from school by the district physician as a result of contagious disease or other condition that creates a hazard for students and other staff.

Sick leave is also defined to include leave for illness of a family member of the employee's immediate family, as well as for other medical conditions of the employee's immediate family requiring the presence of the employee. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law or near relative who resides in the same household or any person with whom the employee has made his/her home. Should the employee be under FMLA and/or with supervisor approval, an employee may use more than ten (10) sick leave days per year, up to a maximum of twenty (20) sick leave days per year to aid/assist immediate family members.

Employees who are absent from work for three (3) consecutive days or more must present a doctor's verification of their ability to return to work and in a full-duty capacity upon their first day of return to work. Additionally, at any time the District reserves the right to require any employee claiming sick leave pay to provide sufficient proof, including a physician's certification of the employee's or immediate family member's illness or disability.

All sick leave must be electronically entered within 24 hours of the absence.

Sick leave is not earned during periods of unpaid leave.

Sick leave is cumulative. Unused sick leave will be reimbursed at the time of resignation for employees who have completed ten (10) full years of service to the Wilson School District at the rate of twenty dollars ($20) per day for a maximum of forty (40) days or a total of $800. If you are not permitted to work because expired clearances, you will NOT be compensated.

Family and Medical Leave Act (FMLA) – The FMLA is an approved absence and continuation of applicable benefits available to eligible employees (defined as an employee of the district for 12 months and worked a minimum of 1,250 hours during that year) for up to twelve (12) weeks of paid or unpaid leave (depending on accumulated time off) during any twelve-month period due to the serious health condition of an employee, employee's spouse, parent or child, birth of a child or adoption or foster care placement of a child. These leaves are granted in accordance with the Family and Medical Leave Act of 1993 and its regulations. Eligible employees who are absent for more than three (3) consecutive days are automatically sent information regarding FMLA.

Vacation/Sick Donation Program - On the occasion when an employee's personal illness results in that Support Staff employee's absence from work for a prolonged period of time, District policies outline procedures for the use of applicable paid time off and leaves of absences without pay.

In the event a full-time Support Staff employee exhausts all applicable paid time off during this illness substantiated by physician statement(s), Support Staff co-workers may donate accumulated vacation/sick time to the absent employee. Such donation of accumulated vacation/sick will be applied as follows:

1. With the approval of the affected employee, the Human Resources Department will communicate to Support Staff via email that an event has occurred and make a request for any employee interested in donating one day of accumulated vacation/sick time. Employees interested in donating one day to the specific employee may do so by contacting Human Resources.
2. Employees may donate one day of accumulated vacation/sick at a time. If an employee remains off of work after all initial donated vacation is exhausted, the District may again communicate with Support Staff to initiate an additional donation of one vacation/sick day.
3. Employees may donate up to a total of 3 vacation/sick days per fiscal year, but one at a time.
4. All employee donations will remain anonymous.
5. The Human Resources Department will be responsible for converting vacation/sick days from the donating employee to paid leave for the receiving employee. Donating employees will notice a one day decrease in their vacation/sick accumulation on the "pay stub" following the donation.
6. For the affected employee, vacation and sick leave will continue to accrue while remaining in a compensable status through the use of the donated vacation/sick days.

The District reserves the right to further modify, amend, add to or discontinue this Program.

Extended Family Leave – Limited to the birth or adoption of a child, an unpaid leave for twelve (12) weeks beyond the Family and Medical Leave will be provided to employees who qualify for Family and Medical Leave. The district will continue to provide benefits including medical, dental, life insurance, health insurance, disability insurance, sick leave and retirement benefits.

Employees should apply for this leave no later than the fifth month of pregnancy or, in cases of adoption, on the date of official commencement of adoption procedures.

Personal Leave – Full-time Support Staff with 5 or less years of service, will be granted two days of personal leave per year. Full-time staff with 6 or more years of service will be granted three days of personal leave per year. Use of personal leave for Support Staff is subject to the following conditions:

- No more than ten percent (10%) of the Support Staff employees will use a personal leave day on any given day of their work year without the approval of their supervisor.
- 48 hours of written notice shall be given to the Supervisor in order for a personal leave day to be approved.
- All personal leave must be used during the July 1st to June 30th timeframe. There will be no carryover of days. Personal leave will be prorated accordingly at the time of hire.

Emergency and Compelling Reason Leave – Employees may be granted leave by the District for emergencies or compelling reasons. Each employee will be granted no more than two (2) fully paid days per year. A "day" is equal to the number of hours the employee was scheduled to work at the time of the absences.

- An emergency is a situation where an employee must be absent from his/her duties because of an unforeseen circumstance. Some examples of emergencies requiring employee absence are water/fire damage to employee's dwelling, the need to remain home waiting for emergency heat/electrical repairs. Upon return to work the employee will immediately present his/her supervisor with written documentation for the absence. The supervisor will forward the emergency absence documentation to the HR Office who will approve or deny the request.
- A compelling reason for absence is defined as a pre-planned commitment of which the employee has prior knowledge. Such absences are restricted to significant life events or legal obligations, including a child's graduation, marriage, or departure for military service; the placement of a parent into a long-term care facility; or an employee's mandatory court appearance. To be eligible for approval, these events must either occur during the employee's regularly scheduled work hours or necessitate travel that directly conflicts with their shift. Requests for a compelling reason for absence should be submitted in writing (along with supporting documentation) as early as possible before the date requested by the employee. The Supervisor will receive the request and forward it to the HR Office for a decision.

Bereavement Leave – When a death occurs in the immediate family, a full-time and part-time employee may receive up to three days of paid leave, including the day of the funeral/service.

Immediate family is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household or any person with whom the employee has made their home. A paid leave of absence for one day is granted to attend the funeral of a near relative, defined as the employee's first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. Additionally, aunt-in-law, uncle-in-law, niece-in-law, or nephew-in-law shall also meet the definition of near relative. It is the obligation of the employee to notify his/her supervisor and the Human Resources Department of the need for absences. A "day" is equal to the number of hours the employee was scheduled to work at the time of the absences.

Jury Duty – The Board of Education recognizes that service on a jury is an important feature of the justice process in our society therefore employees will receive their regular pay for absences for jury duty subject to the following provisions:

- The employee must inform his/her supervisor as early in advance as possible for the impending jury duty.
- The court's documentation of the jury service must be submitted to the supervisor.
- The employee must reimburse the School District the amount of the stipend which is paid by the court. This reimbursement excludes travel and parking fees. Reimbursement should be made through a personal check or money order made payable to Wilson School District and forwarded to the Finance Office.

Military Service Leave – Military leave will be provided to eligible employees in accordance with the Uniform Services Employment and Reemployment Rights Acts and the Pennsylvania School Code. Employees anticipating active military service in a regular or reserve component of the armed forces are directed to notify the Human Resources Office thirty (30) days in advance of their reporting date for active duty.

Leave Without Pay – Support employees may be granted up to five (5) days of leave without pay in a single school year. This leave, at Administration's discretion, permits employees to take care of pressing needs without jeopardizing employment status. All requests for leave without pay must be submitted to the supervisor in writing. In addition, the leave days are subject to the supervisor's determination of work needs and approval of the leave.

Requests for a single day of unpaid leave must be submitted at least three (3) workdays in advance of the leave. Requests for multiple days of unpaid leave must be submitted at least ten (10) workdays in advance of the leave.

Section VI – On-the-Job

Scheduled Work Days - The hours of work vary by department but are generally 8 hours per day with ½ hour of unpaid, duty-free lunch for full-time employees. Lunch may not be used to shorten the workday or delay the start of the workday. The Supervisor is responsible for coordinating the schedule of lunches to meet the needs of the Department.

Every employee is eligible for a fifteen-minute break for every four hours of continuous duty. Breaks may not be used to shorten the workday or delay the start of the workday. Break periods

do not accumulate and any breaks not taken in the course of the workday are lost. The Supervisor is responsible for coordinating the schedule of break periods.

Reporting Absences – Support Staff employees are required to report any unscheduled absences directly to their immediate supervisor or follow the procedure established by their immediate supervisor. In the event of an absence, at a minimum, employees must contact their supervisor at least one hour prior to the start of their work shift with the following information – name, position, building assignment, reason for absence and expected date of return to work. All absences must be electronically recorded within 24 hours of absence.

Absence from work for three (3) consecutive workdays without notifying your supervisor is considered a voluntary resignation due to abandonment of position.

Tardiness – Punctual and reliable attendance is essential to the proper operation of District programs. Lateness or absence without excusable cause for an assigned work period will result in deductions from pay for the period of tardiness or absence or dismissal of the employee following a warning and continued tardiness or absence without excusable cause.

Inclement Weather Days – Any Support Staff to include: Custodians, Grounds Crew, Maintenance, Full-time Transportation, Business and HR Office Staff, Receiving Employees, and Food Services (managers) represent the "critical crew" on days when school is delayed or closed for inclement weather. Grounds need to be readied, buildings must be cleaned and sidewalks cleared, and transportation must have buses ready to go. Custodians in the school will be certain that pipes are not leaking and the heating systems are working properly so the buildings are ready for students and faculty. Because of the critical positions in the district, it is important that employees recognize their responsibilities in these positions:

1. Employees are reminded to report to work as soon as possible, with consideration for their safety.
2. No vacation days will be permitted on these days, unless the vacation was previously approved.
3. The employee's supervisor will determine if any time missed can be made up, or whether the absence will require a deduction in pay.
4. A sick day will require a doctor's excuse.
5. The critical employees listed above who report to work when school **and** district offices are closed, will be compensated for the hours worked. Additionally, those employees will be able to choose either an 8 hour vacation day or 8 hours of compensation to equal what the District "gave" all full time employees. *The number of hours worked is up to the discretion of the immediate supervisor.

Following the district's message system; generally when school is closed for students, it is also closed for Support Staff (other than the 'critical crew'); a 2-hour delay for students will also result in a 2-hour delay for Support Staff.

In the case of an early dismissal, the Superintendent will determine the time of closure of offices. Student dismissal time may or may not coincide with this decision.

2 Hour Delay

- All Full Time, First Shift Support Staff will be compensated a "paid benefit" of 2 hours regardless if they arrived to work (earlier than required) prior to the delay
    - Example - If an employee arrived 30 minutes before the delayed start time, they will NOT be stripped of the 2 hour delay paid benefit
    - **Not applicable for "Critical Crew" as identified above**

Early Dismissal (*Night events canceled)*

- All Full Time, First Shift Support Staff will be compensated a "paid benefit" to be made "whole" for the approved hours
- All Full Time, Second Shift Support Staff will be compensated a "paid benefit" of 8 hours, **if they are informed by their supervisor not to report to work**

Closure *(including night events*)

- All Full Time Support Staff will be compensated a "paid benefit" of 8 hours
    - This includes First, Second & Third Shift Full Time employees

School Closure (*but night events are permitted*)

- All Full Time, Second Shift Support Staff must report to work - No "paid benefit"

Worker's Compensation – The District is covered under statutory state Worker's Compensation Laws. An employee who is injured while at work must report any injury immediately, no matter how slight, to his/her immediate supervisor. An Incident Report must be completed and signed by the immediate supervisor and forwarded to the Human Resource Office immediately.

The Wilson School District has established an approved District Panel of Physicians/Health Care Providers, which is posted in each building in the District, available on the District website and distributed to new employees. An injured employee, in order to be covered for expenses incurred as a result of an injury at work must see a member of the panel. In an emergency situation, the nearest hospital emergency room may be utilized. Follow-up appointments to this initial emergency room visit must be made with one of the health care providers listed on the Panel of Health Care Providers.

Failure to notify the supervisor or use the Panel may jeopardize the employee's right to a claim as a result of an injury.

Liability Coverage – All Wilson employees are insured under a liability coverage policy while they are working within the scope of prescribed duties.

Vehicle Mileage Reimbursement – Employees who must use their personal vehicle for School District duties (and have requested the conference car and it was not available) will be reimbursed for tolls, parking fees and mileage at the rate determined by the Board of Education. Receipts for tolls and parking fees must be submitted for payment to be made.

Personal Appearance and Hygiene – Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the District's operation and program. The Superintendent has the authority to

specify reasonable dress and grooming guidelines for staff, within law, including safety requirements for the position that will prevent such matters from having an adverse impact on the educational process. All employees should be physically clean, neat and well-groomed and dressed in a manner consistent with the needs of the job to be performed.

Security and Confidentiality – Strict controls regarding work areas and records, computer information, and cash or other items of monetary value are enforced by the District. Employees who are assigned keys, security access codes, given special access or assigned job responsibilities in connection with safety, security or confidentiality of such record, material, equipment or times of monetary or business value will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion. Please refer to Board Policy 815- Acceptable Use of Technology and Internet Safety for specific concerns.

Information about the Wilson School District, its students, suppliers, taxpayers, or employees should not be divulged to anyone other than persons who have a right to know or are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with the District is not to be used by any employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and for the Wilson School District.

Searches – The Wilson School District reserves the right to search, manually or electronically, District property including, but not limited to, lockers, cabinets, desks, work benches, computer and other similar areas. The District also reserves the right to search lunch boxes (bags), purses, backpacks and vehicles on district property. Refusal to consent to a reasonable search request may result in discipline up to and including termination.

Safety – Freedom from accidents is of utmost importance to all employees, their families and the District. No work is so important that it should be undertaken in an unsafe manner. Employees should report any and all unsafe conditions to their supervisor so that preventive action can be taken. Safety equipment/clothing (glasses, gloves, etc.) assigned by Supervisor must be utilized as required by good safety practices. Please dress accordingly for the position. Please ask your immediate supervisor with questions regarding appropriate attire in the workplace. Failure to do so will result in disciplinary action.

Sound common sense should be part of each employee's attitude and responsibility toward safety.

Tobacco Use – Board policy prohibits smoking and tobacco usage in any form, at any time, in any school buildings, school grounds, on buses, vans, or other vehicles owned by or leased by the district. Employees who violate this policy are subject to disciplinary action.

Telephone Calls (including cell phone usage) – Although telephones and faxes are installed for school business, employees have the privilege of occasional use of the phones for local personal calls. Except in urgent or emergency situations, all personal phone calls should be made during a break or lunch period.

Cell phone utilization while working and driving a school vehicle is also prohibited.

Employee Parking/Travel- Parking facilities are available in the vicinity of all School District buildings. Each supervisor will indicate to each employee the specific area in which he/she should park. Any employee who parks in a restricted area and is issued a parking citation (after receiving a warning) will be responsible for that payment. Being on official School District business does not justify parking in a restricted area or relief from any traffic violation. For the safety of students, please be mindful of speed limits to and from parking areas.

Personal Property - Staff are discouraged from bringing personal property into the workplace. Staff who choose to do so assume the risk and responsibility for any loss or damage. Wilson School District is not accountable for replacement of personal property. Should additional materials or supplies be needed to fulfill your role or educational programming responsibilities, please communicate this need to your building principal or supervisor.

Code of Conduct – Effective operation of the District's programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the District's business requires uniform compliance with these policies and rules, and uniform disciplinary procedures for violations.

Discipline – The sole intent of discipline is to correct unacceptable behavior to maintain a working environment that everyone can enjoy.

- **Forms of Discipline** – Major factors to be considered when determining the form of discipline utilized should be the circumstances and/or events surrounding the incident, the employee' previous disciplinary record, if any, and the conduct used by the employee. Progressive forms of discipline are to be used where appropriate for violations as outlined. The form of discipline chosen in each case is within the discretion of the Superintendent or his designee.

    a. Verbal Warning – A verbal statement to an employee indicating the specific conduct or event causing the verbal warning. The statement should contain the approximate time such conduct occurred, and, if advisable, suggestions, assistance, or actions to prevent a recurrence of the incident. At this time an informal memo should be placed in the employee's file briefly describing the incident and the action taken.
    b. Written Warning – A written notice to any employee indicating a direct violation of a specific rule or regulation; the approximate time of the violation, and a complete, detailed description of the violation. This notice to be given to the employee who should sign the District's file copy acknowledging receipt of the warning. Suggestions, assistance or plan of action to correct the deficiency should be reviewed at this time with the employee. The written warning should state that

repeat of the infraction would be grounds for disciplinary suspension, demotion or leave of absence without pay.

c. Disciplinary suspension, demotion, leave of absence without pay – this process must be spelled out in writing to the employee with the disclosure that a repeat of the infraction would be grounds for dismissal.
d. Dismissal.

Causes for Imposing Discipline - the items listed are not an exhaustive/inclusive list but are examples:
Inefficiency in the performance of assigned duties
Failure to complete mandated training/updating of clearances
Insubordination
Cursing at or in the presence of a student, stakeholder or district employee
Carelessness or negligence
Dishonesty and/or theft
Narcotic addiction or alcoholism affecting job performance
Engaging in political activity during assigned hours of employment
Conviction of any crime involving moral turpitude
Repeated and/or unexcused absence or tardiness.
Falsifying any information supplied to the district
Persistent violation or refusal to obey rules and regulations
Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on district premises
Other infractions deemed inappropriate, in the sole opinion of the district.

Exit Interviews – Employees will be contacted by the HR Director for an Exit Interview prior to their final day of work. Among items for discussion in an exit interview are final paycheck information, benefits and COBRA details as well as any input employees may have regarding suggestions for district improvement. Keys, issued equipment/technology and employee ID will be surrendered at this time.

Termination – Employees are required to notify the district of their intent to resign or retire at least two weeks prior to their final day of work. Failure to provide two weeks of notice will negate any accrued benefit (vacation and/or sick, if applicable) payments.

RECEIPT AND ACKNOWLEDGEMENT OF WILSON SCHOOL DISTRICT SUPPORT STAFF HANDBOOK

The Wilson School District Support Staff Handbook is intended to acquaint employees, prospective and current, with policies and procedures for and expectations of employees. This Handbook is a general compilation of District practices and procedures and not all-encompassing. School Board policies are the official policies to determine the extent and limit of benefits and practices.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Wilson School District Support Staff Handbook.

- I have received and read a copy of the Wilson School District Support Staff Handbook. I understand that the policies, rules and benefits described herein are subject to change at the sole discretion of the Wilson School District at any time.
- I further understand that my employment is terminable 'at will', either by me or by the Wilson School District, for any or no reason, with or without notice, at any time, regardless of the length of my employment or the granting of benefits of any kind including, but not limited to, retirement benefits which provide for vesting based upon length of employment.
- I understand that no contract of employment other than 'at will' has been expressed or implied and that no circumstances arising out of my employment will alter my 'at will' employment relationship unless expressed in writing with the understanding specifically set forth and signed by me and authorized by the Wilson School Board of Education.
- I understand that as a ten- (10) month employee, I have 'Reasonable Assurance' to return to my position with the District, returning with at least the same rate of pay and benefits, after an unpaid summer and/or school holiday break.
- I understand that, should the content of the Handbook be changed in any way, the Wilson School District may require an additional signature from me to indicate that I am aware of and understand any new policies.

Employee's Printed Name Employee's Signature

Date